

## REQUEST FOR EXTENSION TO TASKERS AND SUSPENSED ITEMS

For use of this form, see DA Memo 25-52; the proponent agency is AASA.

### PRIVACY ACT STATEMENT

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

**AUTHORITY:** DA Memo 25-52.

**PRINCIPAL PURPOSE(S):** To request an extension to a Senior Leader Tasker or other suspended item.

**ROUTINE USES:** Information furnished will not be disclosed to agencies outside of DOD.

**DISCLOSURE:** Disclosure of personally identifiable information is voluntary. However, this form cannot be processed without coordination and point of contact information.

Complete this form when requesting an extension to a Secretary of the Army (SA), Under Secretary of the Army (USA), Chief of Staff, Army (CSA), Vice Chief of Staff Army (VCSA), Sergeant Major of the Army (SMA) or Director of the Army Staff task or other suspended item. Submit this request through the ECC to the appropriate agency prior to the expiration of the suspense date.

1. TASKED AGENCY	2. TRACKING NUMBER	3. ORIGINAL SUSPENSE DATE (YYYYMMDD)
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4. SUBJECT

5. TASKER FROM

☐ SA ☐ CSA ☐ USA ☐ VCSA ☐ DAS ☐ SMA

6. ORIGIN OF TASK

☐ MEETING ☐ OFFICE NOTE/EMAIL ☐ OTHER

7. PREVIOUS EXTENTION GRANTED

☐ YES ☐ NO (If yes, how many and list all previous suspense dates)

8. INTERIM RESPONSE ATTACHED

☐ YES ☐ NO

9. JUSTIFICATION (provide full justification for the request for extension and provide justification for proposed date of extension. Provide impact should an extension not be granted. Briefly explain all requests for previous extensions. Should your reason be based upon an external organization, provide a senior level POC's rank, name, phone number, email address and date of coordination from that organization.)

10a. ACTION OFFICER NAME AND TELEPHONE NUMBER

10b. DATE (YYYYMMDD)

11a. REQUESTING AGENCY'S PRINCIPAL OFFICIAL OR XO/MA SIGNATURE

11b. DATE (YYYYMMDD)

12. DATE RECEIVED ECC/OJDA (YYYYMMDD)

13. SPECIAL ASSISTANT TO THE DAS

14. DATE FORWARDED (YYYYMMDD)

15. RESPONSE TO TASKED AGENCY

- ☐ EXTENSION APPROVED
- ☐ PARTIAL EXTENSION APPROVED, SUSPENSE ADJUSTED TO
- ☐ DISAPPROVED (reason optional)
- ☐ APPROVED, BUT SEND AN INTERIM RESPONSE NLT
- ☐ TASKER IS NO LONGER REQUIRED, CLOSE OUT IN TRACKING SYSTEM

(Provide copy)

16a. PRINTED NAME AND SIGNATURE OF APPROVAL AUTHORITY

16b. DATE (YYYYMMDD)

## INSTRUCTIONS

**Block 1. Tasked Agency:** Eg: G-1, G-3, G-8, ASA(ALT), etc. Do not use office symbols.

**Block 2. Tracking Number:** If the action has been assigned a tracking number by the ECC, enter that number. If not, indicate "NONE".

**Block 3. Original Suspense Date:** Provide the initial suspense date for this task.

**Block 4. Subject:** Provide the subject as listed in the HQDA Tracking System. Should the action not be in the tracking system use the exact subject as listed on your source document and attach the source document.

**Block 5. Tasker From:** Select the box of the office that originated the task.

**Block 6. Origin of Task:** Select the appropriate box indicating from where this task originated. Eg: A meeting was from a previous Senior Leader meeting. An "Office Note/Email" would be a note or email from the office of an Army Senior Leader normally sent through the ECC but not necessarily so. Use "other" and explain when the other two blocks do not apply.

**Block 7. Previous Extension Granted:** Indicate if previous extensions were granted by selecting the appropriate box. If yes, list all of the previous suspense dates.

**Block 8. Interim Response Attached:** Select the appropriate box and attach a copy if so indicated.

**Block 9. Justification:** Provide full justification for the request for extension and provide justification for the proposed date of extension. Provide impact should an extension not be granted. Briefly explain all requests for previous extensions. Should your reason be based upon an external organization, provide a senior level POC's rank, name, phone number, email address and date of coordination from that organization. Should additional space be required for justification attach a continuation page and indicate such in this block.

**Block 10. Action Officer Name & Telephone Number:** Provide grade, first name, MI, Last name, phone number.

**Block 11. Requesting Agency's Principal Official or XO/MA Signature:** The Executive Officer/Military Assistant to the Staff Agency requesting the extension shall review and approve the forwarding of all requests prior to forwarding through the ECC to the Army Senior Leader's office. Eg: The G-3 XO must review and sign this block.

**Block 12, 13 & 14:** ECC/OJDA Use Only.

**Block 15. Response to Tasked Agency:** The Army Senior Leader's XO or AXO will provide final determination in response to the request for a suspense date adjustment.

**Block 16. Printed Name & Signature of Approval Authority:** Printed name and signature of the Army Senior Leader's XO or AXO.